

ATTACHMENT A

ACCESSIBILITY REVIEW PROCEDURES

Guiding Principles

All individuals have a right to utilize all appropriate spaces in order to maximize their independence in the home they own, rent, or share with another individual/family. Accessibility standards are designed to maximize *all* individuals' independence and level of safety and are designed to provide workable and safe environments for caregivers as well.

State and federal funds used for accessibility renovations are maximized if the renovations meet the Americans with Disabilities Act (ADA) standards. With that in mind, accessibility will be reviewed taking the person's individual needs into consideration.

The following procedures apply to:

- **individuals who live in private developmental homes or shared living situations; and,**
- **individuals who own or rent their own home and who receive home support services to do so.**

Procedures

1. Whenever a person who uses a wheelchair, walker, or has other mobility impairments receives home supports funded by state and federal dollars, an accessibility review must be completed. It is the responsibility of the services coordinator to notify the Housing Safety and Accessibility Consultant that the individual may require physical environmental modifications and to also notify other relevant individuals (e.g., individual with a disability, developmental home/shared living provider, etc.) that an accessibility review will be completed. The complete accessibility review is typically done at the same time as the housing safety review and the combined visits require approximately one and one-half (1½) hours.
2. The individual receiving services is required to be present during the review unless a previous assessment of the individual's accessibility needs has been completed by a physical therapist. All areas of accessibility are evaluated, including doorway widths, bathroom(s), and entrance and egress from the home.
3. The services coordinator is responsible for providing an accessibility rehabilitation plan within thirty (30) days of the date of review. This plan should respond to all

areas of the accessibility review. All accessibility renovations are completed within ninety (90) days of the initial review, unless a waiver of specific renovations is requested.

4. A written request for a waiver of specific renovations may be submitted with a specific rationale for the request (e.g., “the basement doorway does not need to be widened because the basement is only used for storage...”).
5. Requests to modify or waive accessibility requirements will be reviewed by the housing safety supervisor. After consultation with the housing safety consultant, a written decision will be forwarded to the requesting service coordinator within twenty (20) days of the request.
6. Disputes concerning accessibility requirements or needs that are not resolved at the above level may be appealed to the Deputy Commissioner the Department of Disability, Aging and Independent Living (or a designee) in writing for resolution. The appeal needs to be submitted within thirty (30) days of receiving written notification of the decision in No. 5, above. The Deputy Commissioner’s decision will be forwarded to the service coordinator within fifteen (15) days of receipt of the appeal and is final.